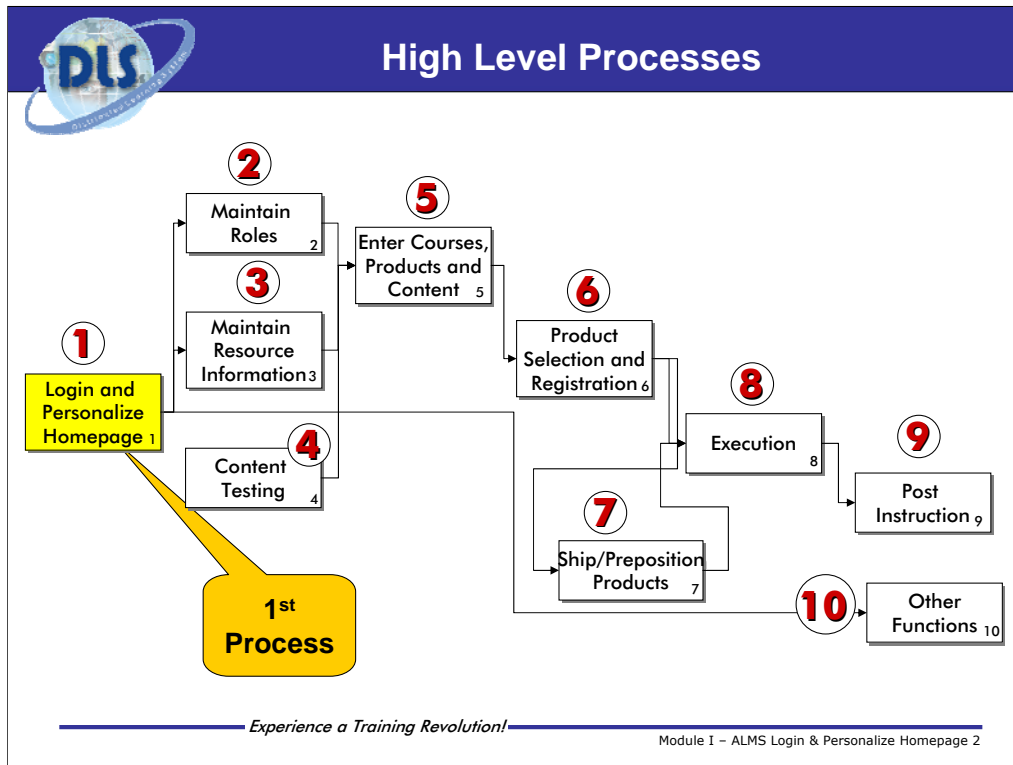




## ALMS Login & Personalize Homepage

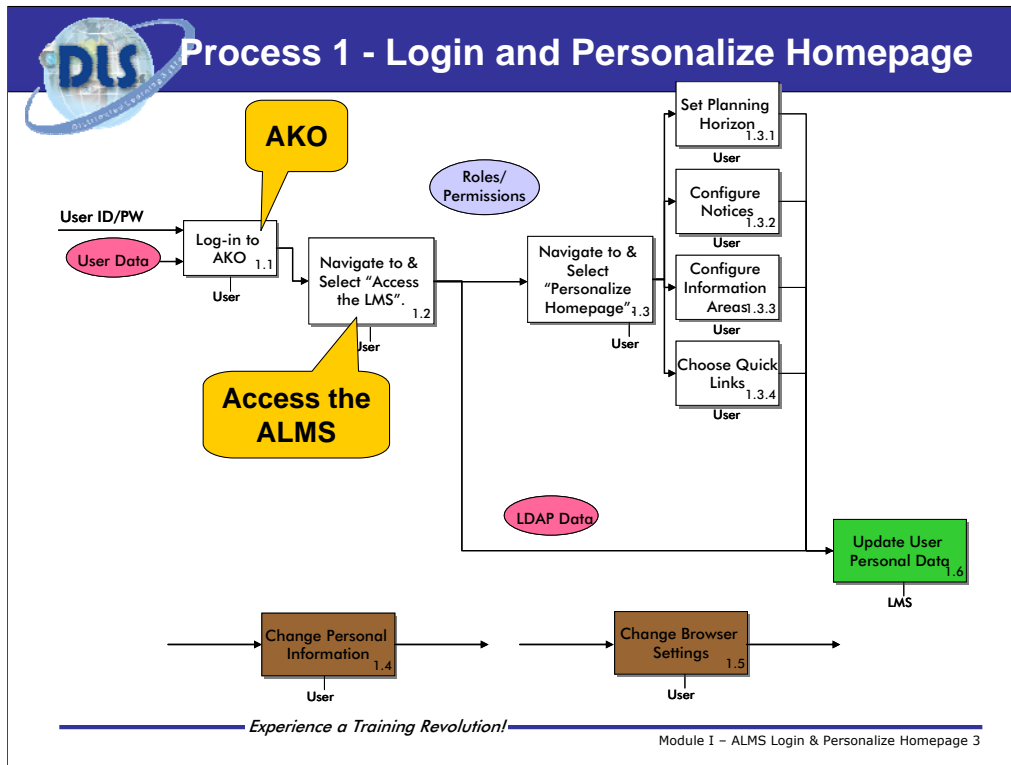
Office of the Project Manager, Distributed Learning System

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[Training audience for this Section is: Resource Managers, Course Managers/Schedulers, Class Managers, UTM/TAs, and Faculty.]

As you can see, logging into the ALMS is the first action in the training process. Personalizing your Homepage is optional, but it is important that you have configured yours so that important messages sent by the system will appear on your page whenever you log in.



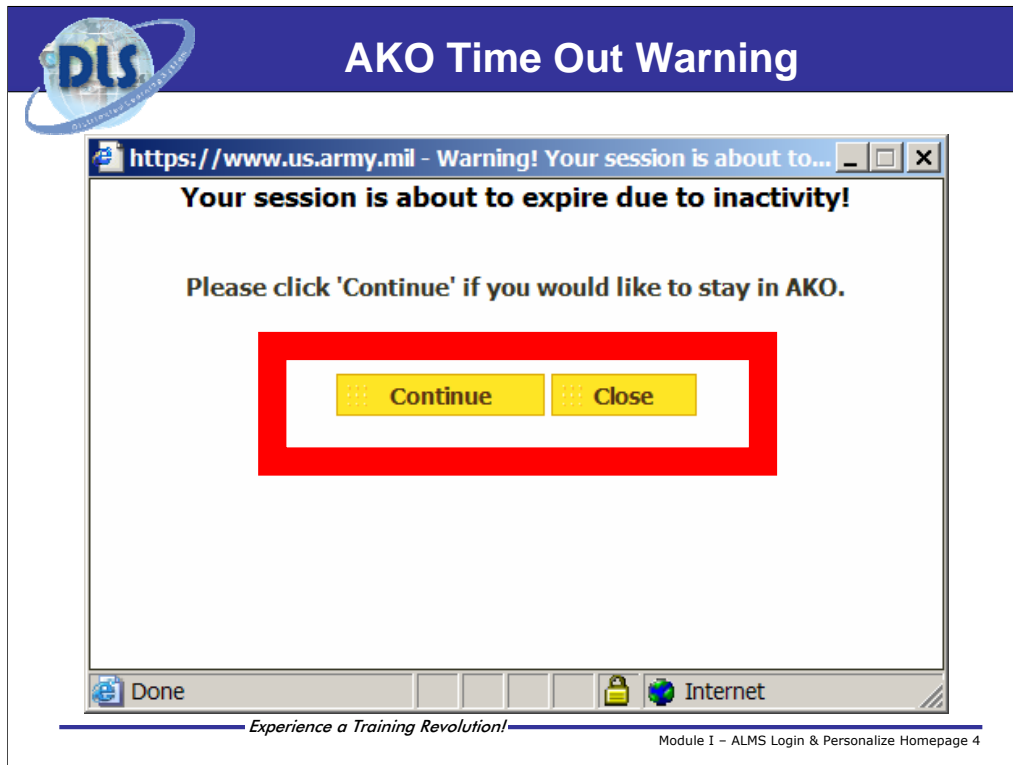
Here is the flow for Process 1, seen at the sub-process level. Reading from left to right:

The user logs into AKO (www.us.army.mil). From the AKO Homepage, he navigates to the ALMS Homepage. His User Role and associated permissions are already stored in the system and are associated with his user name.

When the user clicks onto "Access the LMS" from AKO, this sets up communications between the ALMS and AKO. The user's personal data in the ALMS is updated from AKO each time he logs in. "LDAP" is *lightweight directory access protocol* and is the means by which the ALMS and AKO servers communicate with each other.

Once at the ALMS Homepage, the user has the opportunity to set his time zone directly and can navigate to where he can personalize the features of his Homepage. These changes are saved and stored in the system for the next time he logs in.

There are two external processes related to logging in that are accomplished outside the system (shown in brown). The user can change his personal information in the ALMS by changing it in AKO and can change his browser settings, such as "Text" size, or screen resolution in the Windows Control Panel.



If you use the ALMS for extended periods of time, you will periodically get a message similar to the one shown.

This is generated by AKO when that system sees that you have been inactive for an extended period (about an hour). Just click the Close or Continue bar and keep doing what you were doing. It is not necessary to be in or stay in AKO while working in the ALMS.



## Disabling the Pop-Up Stopper

- ➔ Windows feature many PCs have enabled
- ➔ Prevents ALMS screens from appearing when selected
- ➔ **Must be disabled** in order to use ALMS properly

---

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Module I – ALMS Login & Personalize Homepage 5

Many Windows-based systems have Pop-up stopper software installed and running in the background. The intent of this is to prevent annoying commercial pop-up messages from appearing and disrupting work. However, the ALMS uses Pop-Ups for many of the screens that are activated during normal operations in the system. Pop-up stopper software will prevent these screens from being visible and make working in some screens impossible.

If you have Pop-up stopper software activated, disable it.



## Adjustments Made Outside LMS

### ➔ Change AKO Personal Information (from AKO Homepage, “My Account”)

### ➔ Change Screen Resolution

- Click “Start” on PC screen
- Click Settings
- Click on Control Panel icon
- Double-click Display Icon
- Click on Settings
- Push Slide Bar until setting reads “1024 by 768”
- Click “Apply”
- Click “OK” three times

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Module I – ALMS Login & Personalize Homepage 6

When we reviewed the Process 1 sub-processes [\[slide 3\]](#), we noted that there are a couple of processes that were not in a process sequence (connected to other processes by lines). They were by themselves in brown at the bottom of the page.

That is because they are performed outside the system. They are: Update Personal Information (Done in AKO) and Change Computer Settings. The computer setting could be in your browser if you want to change “Text” size. This is pretty easily done from the “Views” section of your browser bar.

The computer setting may be a bit more difficult; it involves adjusting your screen resolution. Note that the reason we may need to change resolutions is that it affects how much information can be displayed on the screen at any one time. Therefore it affects how often you may need to scroll in order to get to the functions you are trying to perform.

Generally, the ALMS does not have any way to input changes to your personal information. Nearly everything it knows about you (except those things pertaining to your ALMS Role), comes from AKO. So, if personal information is incorrect in the ALMS, it is because it is incorrect in AKO. That is where you need to go to change it. AKO has a “My Account” tab for doing this.



## Getting to the ALMS Home Page

- ➔ Log into AKO ([www.us.army.mil](http://www.us.army.mil))
- ➔ Scroll to “Self Service” (link on lower Left Navigation Bar)
- ➔ Select “My Training” from Self Service menu
- ➔ Select “Access the LMS” in the “My Training Center” box

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Module I – ALMS Login & Personalize Homepage 7

Let's log into the ALMS now. These are your instructions...

[Trainer instructs trainees to click “Proceed”/Yes when Alert Pop-Ups appear.]

**ALMS Homepage**

**THE UNITED STATES ARMY**

Calendar | Contact Us | Help | Log Off

Go to: My Home

My Home | My Development | Training Catalog | Information Resources | Communities | Experts | Assessments | Personal Info

- Registrations
- Development Plan
- Search Training Catalog
- Find Experts
- Order History
- Transcript
- Q & A
- TRADOC

**Welcome! Stephen Eldred** Today: Oct 8, 2004

Time Zone: (GMT-06:00) Central Time (US) 7, 2004 7:11 AM

**New Users!!!** [Click here](#)

Reminder: Do not use your web browser to access the LMS.

The "Notices" area below helps you stay on top of all your DLS activities. All you need to do is click on the "See All" link next to each item to see a full explanation of each notice.

**» Notices**

**Pending Order Requests**  
No Results Found.

**Upcoming Classes**  
No Results Found.

**Wait-listed Registrations**

LMS New User	6/28/04 -	MANSCE and Fort Leonard
Training	6/28/04	Wood

**» Individual Training Plan**  
No Results Found.

"My Communities" These are communities in your watch list.

**» My Communities**

[E-Mentoring for Distance Learning](#)

[See All](#)

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Module I - ALMS Login & Personalize Homepage 8

Here is the ALMS Homepage. We'll look at it in detail in a few minutes and orient you section by section. For now, note that there is an online briefing for new users. (You can peruse that on your own).



**Resetting Time Zone**

THE UNITED STATES ARMY

Calendar | Contact Us | Help | Log Off

Go to: My Home

My Home | My Development | Training Catalog | Information Resources | Communities | Experts | Assessments | Personal Info

Registrations  
Development Plan  
Search Training Catalog  
Find Experts  
Order History  
Transcript  
Q & A  
TRADOC

**Welcome!** Stephen Eldred

Time Zone: (GMT-06:00) Central Time (US & Canada)

Today: Oct 8, 2004

Last Login: October 7, 2004 7:11 AM

**New Users!!!** [Click here](#)

Reminder: Do not use your web browser's navigation buttons while in LMS.

The "Notices" area below helps you stay on top of all your DLS activities. All you need to do is click on the "See All" link next to each item to see a full explanation of each notice.

**Notices**

Pending Order Requests

No Results Found.

Upcoming Classes

No Results Found.

Wait-listed Registrations

LMS New User 6/28/04 - MANSCE and Fort Leonard  
Training 6/28/04 Wood

**Individual Training Plan**

No Results Found.

"My Communities" These are communities in your watch list.

**My Communities**

E-Mentoring for Distance Learning

[See All](#)

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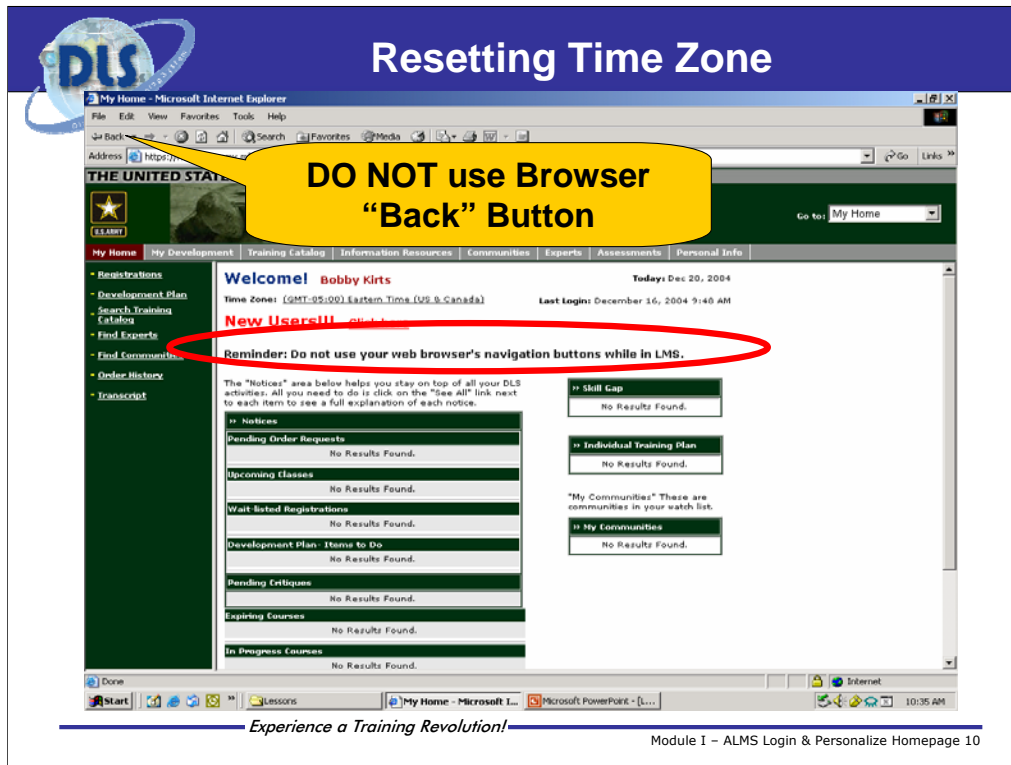
Note that the user has the ability to change the standard time zone to his time zone right from the Homepage.

The time zone is set by default to Eastern Standard Time. It's important to set the ALMS to match the time zone you are in to reduce confusion, for example: schedules/calendars.

Lets set the "Time Zone" now.

- Click on the Time Zone link
- Open drop down menu
- Locate and highlight your local time zone
- Click on "close" in the time zone box

You've just completed a process in Personalizing your Homepage



Let's look at the ALMS Homepage in detail...

**Note to all users:** While navigating in the ALMS, do not use your Web browser's Back Arrow button. If the ALMS does not provide a "back" button, use the navigation tools (such as the My Home Tab or the Main link on the Left Navigation Bar) to get to where you want to be in the system.

**Work Area:** The white background area in the center of the screen is the Work Area. This is where users will view ALMS data, perform most of the data entry, and make changes to existing records.

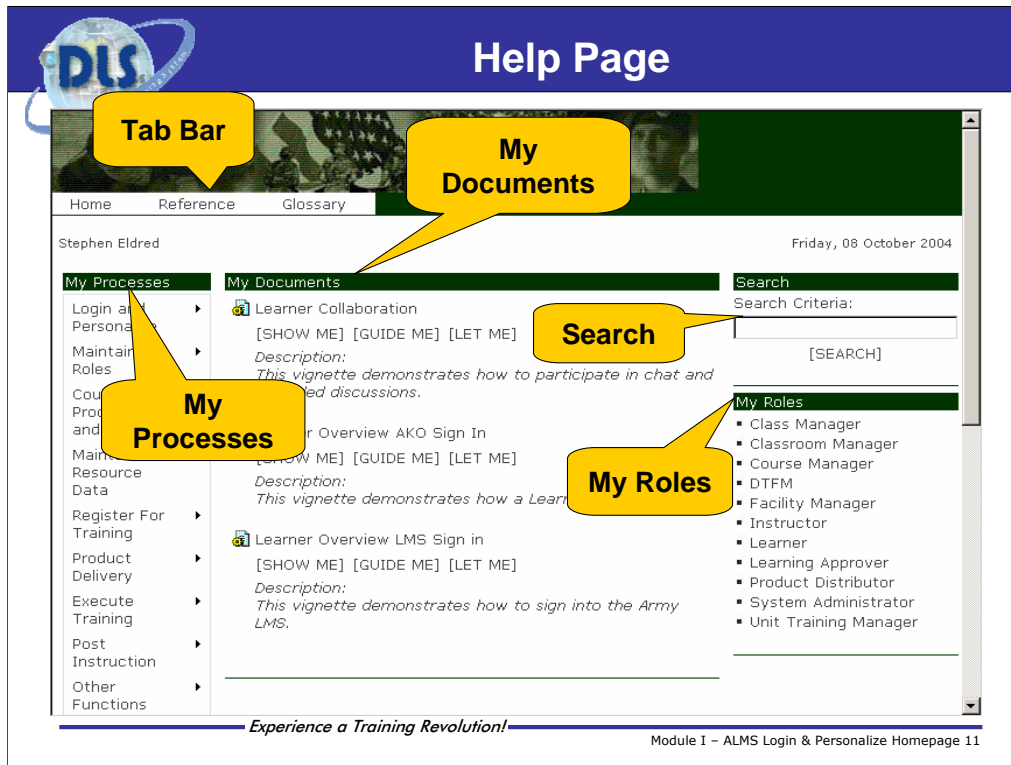
**Go To Menu:** The Go To drop down menu is the main navigation means in the ALMS for moving the user into system modules that are tailored for the tasks he needs to perform. The user's Role will determine which options (choices in the drop down menu) he has to select from.

**Tab Bar:** The gray horizontal Tab Bar provides the user with links into sub-areas of the ALMS after he has navigated using the Go To drop down menu.

**Left Navigation Bar:** The dark green area on the left is the "Left Navigation Bar." This area provides links that will allow the user to access required ALMS functions.

**Help Link:** This link access the ALMS Help features, which contain a variety of useful resources for working in the system.

Let's click on "Help" (in yellow, in the header bar) and access the ALMS Help area now...



There are five sections to the ALMS Help system. Reading from top down, left to right, there are:


**Tab Bar:** This area allows the user to select resource materials {Home, Reference(Training SOP and LMS Handbook) or Glossary} or go to the Help Homepage.

**My Processes:** This provides the users with links to training tasks organized by ALMS business process, as is the Training SOP. We'll cover vignettes later.

**My Documents:** This area provides the user with the Role-specific Resources that result from searches or link choices within the Help area. The principal Resources used are the Handbook, the Training SOP, and the vignettes.

**Search Box:** This area provides a text area for searching on the words or phrase provided by the user. The system searches within the Saba Help files and returns pages that match the user's request.

**My Roles:** The user locates and selects his Role from the list to filter the available Help Resources to those functions for which that Role is responsible.



## Learner Vignettes

**Show Me, Version**

➡ **“Learner Overview LMS Sign In” Show Me**

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Module I – ALMS Login & Personalize Homepage 12

Before we go any further, we will take a few minutes to learn about navigating through the ALMS. We'll do this by running a vignette from our desktops.

**Reminder:** One of the embedded Help tools in the ALMS is the vignette. Vignettes are automated tutorials which run a script or demonstration covering a particular topic or subject in the ALMS. Example: There is a vignette which shows a Facility Manager how to enter and manage Equipment Resources in the ALMS.

Vignettes come in three versions for each subject area:

“Show Me” version, which runs through the demonstration while the user watches,

“Guide Me” version, which provides a degree of interactivity for the same topic area, and

“Let Me” version, which has the user perform the required actions unprompted, but provides corrective messages when needed.

Take 5 minutes and view the “Learner Overview ALMS Sign In” (Show Me) vignette. You'll need the head phones furnished at the to workstation.

**Personal Info Link on ALMS Homepage**

The screenshot shows the ALMS (Army Learning Management System) homepage. At the top, there is a blue banner with the DLS logo and the title "Personal Info Link on ALMS Homepage". Below this is a navigation bar with links: "Calendar", "Contact Us", "Help", and "Log Off". The main content area is divided into a left sidebar and a main panel. The sidebar contains links for "Registrations", "Development Plan", "Search Training Catalog", "Find Experts", "Order History", "Transcript", "Q & A", and "TRADOC". The main panel displays a welcome message for "Stephen Eldred", a "New Users!!!" announcement with a "Click here" link, and a reminder about browser navigation. It also features sections for "Notices", "Pending Order Requests", "Upcoming Classes", and "Wait-listed Registrations". A yellow callout bubble with the text "Click on Personal Info Tab" points to the "Personal Info" tab in the top navigation bar. The footer includes the slogan "Experience a Training Revolution!" and the page number "Module I - ALMS Login & Personalize Homepage 13".

Now that we're familiar with navigating in the ALMS, let's see how we can set up our Homepage so that it displays the information we want to see each time we log in. This is called Personalizing our Homepage.

To personalize your Homepage, select the "Personal Info" link on the Gray Horizontal Tab Bar.

**THE UNITED STATES ARMY** [Calendar](#) [Contact Us](#) [Help](#) [Log Off](#)

Go to:

[My Home](#) [My Development](#) [Training Catalog](#) [Information Resources](#) [Communities](#) [Experts](#) [Assessments](#) [Personal Info](#)

**Main Information**

Rank / Title : MAJ

Last Name: Eldred First Name: Stephen

Username: STEVE.ELDRED Manager: [Stephen Ritz](#)

E-mail: [steve.eldred@us.army.mil](mailto:steve.eldred@us.army.mil) Unit Phone: (757)369-2891

Fax: Address 1: 11846 Rock Landing Drive, Newport News, VA

Address 2: City:

State: Zip:

Country:

Search:

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The Work Area shows the personal information the ALMS has about you. This information is imported from AKO through the system interface. Note that any inaccuracies or missing information can be corrected in AKO – not the ALMS.

The Left Navigation Bar contains additional links you can access. They are:


**Main Information:** This returns the user to the Main Information page of his Personal Info.

**Lesson Requests:** This link shows the Learner Lessons that he/she has requested or that have been requested for him/her. This does not mean the Learner is registered for these Lessons.

**Job Profile:** This function is not currently used. However, in the future, this is where jobs assigned to your profile will be listed.

**Personalize Catalog:** This link allows the Learner to tailor the Course and Product Catalogs to meet user defined specifications, such as Groups, Categories or Keywords. Note that the Save button is in the lower right hand corner of the screen.

**Personalize Homepage:** This link is used for tailoring the user's Homepage so that certain information, such as links or notifications, is always displayed when the user is logged into the ALMS.



## Personalize Homepage Categories

- ➔ Set Planning Horizon
- ➔ Configure Notices
- ➔ Configure Information Areas
- ➔ Choose Quick Links

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In personalizing our Homepage, we have the opportunity to affect the information displayed in the following areas:

**Planning Horizon:** This sets the timeframe in the future that the system will use for making notifications about upcoming items of interest. Ex: A 30-day horizon will cause all upcoming scheduled events for the next month to be displayed.

**Configure Notices:** Notices are upcoming events or tasks which require timely attention.

**Information Areas:** (Other areas to be Displayed): Includes Skill Gap, ITP, Communities. You will see and learn more about these terms as training unfolds.

**Quick Links:** This allows you to place certain favorite links in the Left Navigation Bar of your Homepage.

Let's click the "Personalize Homepage" link and see how this looks...

## Personalize Homepage Screen

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Module I – ALMS Login & Personalize Homepage 16


The Learner checks and un-checks boxes to create the Homepage information he wants to see. A checked box will display that information on the Homepage.

Note that the Save button is located on the extreme bottom lower right corner.

What are your questions pertaining to:

- Setting your planning horizon
- Configuring Notices and information areas
- and
- Choosing quick links





## Learner Vignettes

**Show Me, Version**

➡ **“Learner Registration” Show Me**


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Module I – ALMS Login & Personalize Homepage 17

What we’ve covered so far has been topics that correspond to Learner activities. We’ll now take this opportunity to complete another action that most Learners in the ALMS will perform at some time or other- locating and registering for a Course.

Before we register for this Course, I’d like the class to take 10 minutes and run the “Learner Registration” vignette (Show Me).



## Registering for your ALMS Training Course

### From Your Homepage...

- ➔ Select “Training Catalog” on Horizontal Tab Bar
- ➔ Type “LMS Training” in the “Product Name” search box
- ➔ Click “GO”
- ➔ Locate the LMS Training Course that corresponds to your Role
- ➔ Click the Plus Sign (+) in the “Register” column to register for this course
- ➔ Click on the “NEXT” button
- ➔ Click once on the “REQUEST” button

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Now lets register for our course. Here are the steps the Learner takes to register for a Course.


**Note:** Class Managers register for the Class Manager Course. Course Managers register for the Course Manager Course.

[After reviewing the bullets, Trainer will guide class through locating and registering for this ALMS Course \*. Trainer will register himself in the process.]

Applicable choices are:

- LMS Training for Course Managers
- LMS Training for Class Managers
- LMS training for Schedulers
- LMS Training for Faculty
- LMS Training for Resource Managers
- LMS Training for UTM/TAs

You'll notice we have put Click Once in red on the slide. You won't see anything happen when you click on the Request Button but if you click it more than once you will receive an error message.



## Available ALMS Documentation

- Briefing Slides – Attached to ALMS Lesson Templates
- TSPs - DLS Web Site – ([www.dls.army.mil](http://www.dls.army.mil))
- Training SOP – ALMS Help Function
- Hand Book – ALMS Help Function
- Vignettes – ALMS Help Function

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ALMS Documentation is available on the ALMS Web-site and also the DLS Web-site.

The Power Point briefing slides that we are using to present this course are attached to each of the LMS templates.


The PP Slides and TSPs are also on the DLS Web-site under “LMS Training Materials”.

To get to the DLS Web-site through AKO, select “My Training” on the left navigation bar.

When the DLS window comes up click on “Click here to learn more about DLS”.



When the DLS Web-site comes up, “click on enter”. At the next screen, click on “The Army LMS” bullet. Select “LMS Training Materials” from the header.

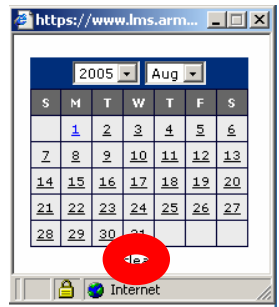
The ALMS Training SOP, Hand Book, and Vignettes are located in the ALMS Help Function in the ALMS.



## ALMS Helpful Links

Start Date \*


➔




Finder Icon **MUST** be used to populate data entry fields

Narrow Search – Enter 1<sup>st</sup> Letter of Desired Title

Language Field – Enter “e” and click on Finder Icon

When doing a search, use % sign as a wild card when you don't know exact title

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Here are some helpful hints that we have learned while using the ALMS.

Any field with a **Calendar** Icon – You must display the Calendar to pick the date. To clear the date, click on the “**Clear**”. If you are using MS XP operating system, you may not see the “**Clear**” link at the bottom of the Calendar. You can resize the Calendar Box by clicking F11 twice and dragging the bottom of the box until you can see the “**Clear**”.

Any data entry field with a **Finder** Icon must be populated by clicking on the Icon no matter what you type in the field. If you know what goes in the field, you can enter it as free text, however you must still click on the **Finder** Icon to populate the field. Clicking on the **Finder** Icon without entering any data in the field will display a Finder Pop-Up Window.

When doing a search, you can narrow the Search Parameters by entering the first letter or first few letters of the Title and clicking on the Finder Icon. The ALMS will only display the Titles matching what you enter.

To enter a Language in the **Language** Data Entry Field, type “e” and click on the **Finder** Icon. The ALMS will automatically enter English in the field.

If you are not certain of the exact title when doing a Search, enter what you know of the name and a percent sign (before/after/in the middle of what you know), then click on “**Go**”, or “**Find**” and the ALMS will display the search results.



## Summary

### What We've Learned...

- ➔ Log-in Procedures
- ➔ Familiarization with ALMS Screen Features
- ➔ Use and structure of the Help System
- ➔ How to Personalize your Homepage
- ➔ How to Register for a Course
- ➔ Making adjustments outside of ALMS
- ➔ Where ALMS Documentation is Located
- ➔ ALMS Helpful Hints

### Questions??

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Module I – ALMS Login & Personalize Homepage 21

Review slide

What are your questions pertaining to Login and Personalize Homepage.

This concludes the lesson “ALMS Process 1 – Login and Personalize Home page